



Procedure: Selection of Clinic Sites

Functional Area: IV Organization & Management

Section: E1

Approval Date: 6/2015

Citation: 246.4(a)(5)(i); 246.5(c)(3); 246.6(f)

Revised Date:

Purpose	Specify minimum criteria for selecting facilities for delivery of WIC services
Facility Definition	Clinic facility is defined as that location/building where a WIC clinic is held, and any WIC functions are completed, e.g. certification, check issuance, education.
Towns with One Clinic	Selection of facilities for WIC clinics when only one site is located in the community/town will be made by the local agency in conjunction with the State WIC Office. Prior approval by State WIC Office is needed when choosing or changing any clinic facility.
Towns with Multiple Clinics	Selection of locations for WIC clinics when more than one clinic is located in the same community/town must be approved by the State WIC office before a site is chosen.
Evaluation of Sites	<p>When evaluating a potential/existing facility the following should be taken into consideration:</p> <ul style="list-style-type: none">• Disability accessibility• Proximity to public transportation and/or public parking• Availability of space for all clinic functions, including semi-privacy for interviewing and counseling• For appropriateness of lighting, heating, and maintenance• Compliance with Smoke Free Regulations• Effect on clients
Clinics Operated in Hospitals	<p>When a clinic is operated in or in cooperation with a hospital the local agency should ensure that:</p> <ul style="list-style-type: none">• Potentially eligible WIC participants that receive inpatient or outpatient services (maternity, postpartum services, well-child care services, etc.) will be informed about WIC.

Clinics Operated in Hospitals (cont.)

- To the extent feasible, such persons shall be certified for WIC in the hospital.
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Changes to Existing Clinics

Local agency should notify the clinic operations coordinator of changes to existing clinics including hours/days/locations 90 days in advance of the planned change using the Requesting to Open/Close or Change a Clinic Site Form.

Site Monitoring

Facilities will be monitored for suitability and recommendations made by State WIC staff during on-site visits conducted in conjunction with management evaluations and clinic assessment and support reviews.
